



Roster Verification Process 2013–14 School Year

Mark your calendars! Based on feedback from teachers, administrators, and central office leaders, the Department of Public Instruction will be holding two roster verification windows during the 2013–14 school year.

Roster Verification Window Who Participates?	
First Window	Teachers who teach on a semester schedule. They will verify rosters for first semester.
Second Window	All teachers. Teachers who teach on a semester schedule will verify rosters for second semester. Teachers who teach on a year-long schedule will verify rosters for the school year.

The dates for the first roster verification window are:

Part of Window	Start Date	End Date
Principal/District Preview	January 13	January 19
Teacher Window	January 20	February 16
School Administrator Verification Window	February 17	March 2
District Administrator Verification Window	March 3	March 16

The Department of Public Instruction and SAS Institute will be producing updated resources on roster verification, including Frequently Asked Questions and recorded and live trainings. Please check both <http://www.ncpublicschools.org/effectiveness-model/roster/> and <https://ncdpi.sas.com> for updates!

If you have any questions, please contact your Regional Accountability Coordinator.